



ALARM COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To implement, enforce and coordinate the City's Alarm System program within the Police Department according to the City's Alarm System Ordinance; to develop and promote a public awareness and community education program focusing on false alarm prevention and compliance; and to serve as primary program contact and liaison for the public and City departments.

Supervision Received and Exercised:

Receives general supervision from the Records Administrator and other management staff.

Exercises direct supervision over clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Implement, enforce and coordinate the City's Alarm System program within the Police Department according to the City's Alarm Ordinance.
- Issue alarm permits to private residences, apartment complexes and businesses; process initial and renewal fees; issue penalty fees for late or non-renewals; post fees in computer deposit file.
- Develop and promote a public awareness and community education program focusing on false alarm prevention and compliance.
- Serve as primary program contact and liaison for the public and City departments for program policies, procedures, and problems; respond to inquiries from citizens and other city departments regarding the alarm program; resolve problems as required.

CITY OF TEMPE

Alarm Coordinator (continued)

- Monitor and review alarm call reports; contact sworn officers to clarify reports regarding false alarm calls; determine applicable penalty assessments and communicate them to citizens and alarm companies.
- Oversee appeals and hearings related to false alarm violations; represent the City in program related court procedures, dispositions and meetings.
- Analyze and interpret codes and ordinances to resolve problems in accordance with laws, regulations and policies.
- Compile and analyze data relating to the alarm program; prepare monthly reports as directed; draft reports and make recommendations for program changes.
- Write new code language as necessary for staff review; prepare written documentation such as policies, procedures, penalty assessments, revocation and waiver letters, ordinance revisions, and public education materials such as brochures and training guides.
- Monitor program budget and participate in budget process.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience in program coordination and administration, preferably with an alarm system program. Experience with public awareness and education is desirable.

Training:

Equivalent to completion of twelfth grade supplemented by college course work in bookkeeping, accounting or related field.

Licenses/Certifications:

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

Job Code: 1510

Salary Range: 21

FLSA: Non-Exempt